

SYMPPLICITY - CAREER SERVICES MANAGEMENT SYSTEM

Employer User Guide

Welcome to Career Services Management System, the Imperial College Business School's online recruiting system powered by Symplicity.

This guide is designed to introduce you to the system and help you understand how the system can simplify the recruiting process for your organisation.

The system is designed to be user-friendly, but if you experience any difficulties while you are using it, we are more than happy to assist you in any way we can.

Please do not hesitate to contact us with any questions or concerns.

Mark Davies

Corporate Relations Manager

Career and Professional Development Service

Direct line: +44 (0) 20 759 49141

email: m.davies@imperial.ac.uk

or

Ania Mirkowska

Employer Relations Executive

Career & Professional Development Service

Direct line: +44 (0) 20 7594 9200

email: a.mirkowska@imperial.ac.uk

I. REGISTRATION – first time users

To use Symplicity, please register by doing the following:

1. Direct your web browser to <https://imperial-csm.symplicity.com/employers/>
2. Click the 'Register' button
3. Complete the fields on the registration form and click 'Submit'
4. You will receive an email with your username and your password.

Returning users

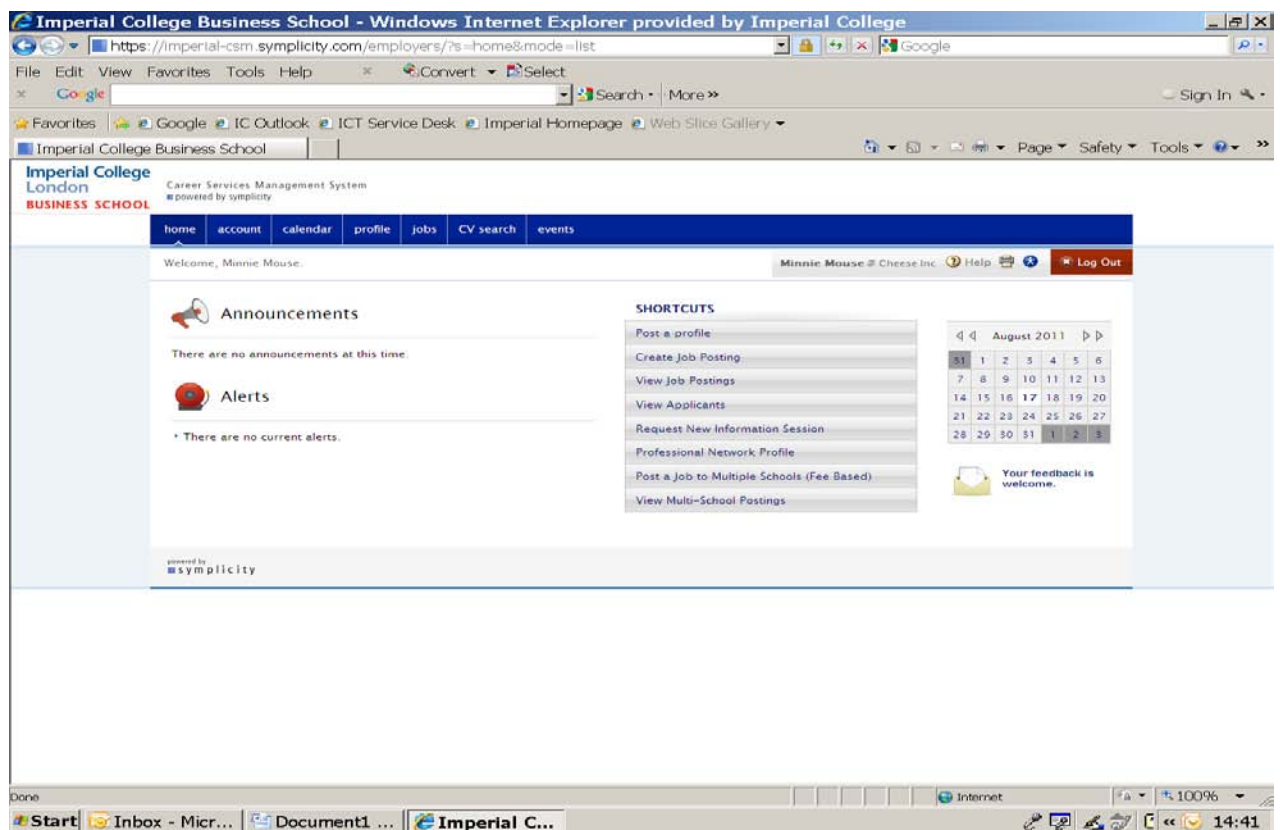
1. Go to <https://imperial-csm.symplicity.com/employers/>
2. Enter your username and password and click 'go'
3. If you have forgotten your password, click on the 'Forgot Password' link and you will then be automatically sent a new password. Once you have logged in with this password you will be able to change it to one of your choosing under the profile tab in your account.

The screenshot shows a Windows Internet Explorer browser window displaying the Imperial College Business School Symplicity website. The address bar shows the URL <https://imperial-csm.symplicity.com/employers/>. The page header includes the Imperial College London logo and the text "Career Services Management System powered by symplicity". A navigation bar contains links: "Sign in", "Forgot my password", "Register", "Register And Post Job", and "Register and Post Job At Multiple Schools". The main content area is divided into two sections: "Log In" and "Register". The "Log In" section prompts the user to enter their username (email address) and password, with buttons for "Go", "Reset", and "Forgot Password". The "Register" section prompts the user to register for a new account, with buttons for "Register", "Register And Post Job", and "Register and Post A Multi-School Job". The page footer shows the Symplicity logo. The Windows taskbar at the bottom displays the Start button and several open applications: "Imperial C...", "Crane, Holly ...", "Website - Mi...", and "Symplicity U...". The system clock shows the time as 14:37.

II .HOME

A. Navigate the Homepage

1. View at glance features of the 'Symplicity' system (Announcements, Shortcuts, Alerts, CV search etc.) by clicking on 'Home' in the top navigation toolbar.
2. You can access all systems sections with one click by clicking on 'Shortcuts'
3. Send feedback or questions directly to the Career & Professional Development Service through the system, using the 'Your feedback is welcome' link



III. Account

1. The account section contains information about you and your organisation (name, telephone number, address). Build a personal profile with your contact information by clicking on '[Account](#)' link on the top navigation toolbar.
2. This is also where you will go to change your password. Update system access by clicking on the '[Password/preferences](#)' tab and creating a new password. Enter a new password then re-enter to confirm. Click Save.

The screenshot shows a web browser window titled "account | Imperial College Business School - Windows Internet Explorer provided by Imperial College". The address bar shows the URL: <https://imperial-csm.symplcity.com/employers/?s=account&ss=profile&mode=list>. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The toolbar shows a Google search bar, a "Sign In" button, and a "Convert" button. The page content is for the "Imperial College London BUSINESS SCHOOL" Career Services Management System, powered by symplcity. The navigation bar includes links for home, account, calendar, profile, jobs, CV search, and events. The "account" section is active, showing a welcome message for "Minnie Mouse" and a "Log Out" button. Below the navigation bar, there are tabs for "Personal Profile", "Professional Network", and "Password/Preferences". The "Personal Profile" tab is selected, displaying a form for "Contact Information". The form includes fields for Title*, Salutation*, Full Name*, Suffix, Division, Email*, Phone, Mobile Phone, Fax, and Address. The "Title*" field contains "CEO", "Salutation*" contains "Ms", "Full Name*" contains "Minnie Mouse", and "Email*" contains "megcamel@hotmail.com". A note indicates that an asterisk (*) denotes a required field. The browser's status bar shows the "Start" button, a taskbar with "Inbox - Micr...", "Document1 ...", and "account | I...", and a system clock showing 14:45.

account | Imperial College Business School - Windows Internet Explorer provided by Imperial College

https://imperial-csm.symplcity.com/employers/?s=account&ss=profile&mode=list

File Edit View Favorites Tools Help

Google Search Sign In

Imperial College London BUSINESS SCHOOL

Career Services Management System powered by symplcity

home account calendar profile jobs CV search events

Welcome, Minnie Mouse. Minnie Mouse @ Cheese Inc. Help Log Out

account software by symplcity

Personal Profile Professional Network Password/Preferences

Submit Cancel * indicates a required field

Contact Information

Please provide as much information as possible

Title*: CEO

Salutation*: (Mr., Mrs., Ms., etc) Ms

Full Name*: Enter the contacts full name (first middle last) Minnie Mouse

Suffix:

Division:

Email*: Enter the contact email address (user@domain.com) megcamel@hotmail.com

Phone:

Mobile Phone:

Fax:

Address

Start Inbox - Micr... Document1 ... account | I... 14:45

IV. Profile

A. Build a Profile

1. Create a comprehensive online profile to describe the organisation by clicking on the 'profile' link in the top navigation bar.

NOTE: Employers are encouraged to populate the profile fields with customised information for ICBS Students. Students and alumni use this information to research employers.

profile | Imperial College Business School - Windows Internet Explorer provided by Imperial College

https://imperial-csm.symplcity.com/employers/?s=profile&ss=profile&m=form1&mode=list

File Edit View Favorites Tools Help x Convert Select

Google Search More Sign In

Imperial College London BUSINESS SCHOOL Career Services Management System powered by symplcity

home account calendar profile jobs CV search events

Welcome, Minnie Mouse. Minnie Mouse @ Cheese Inc Help Log Out

profile software by symplcity

Student Viewable Contacts Photos Videos Auto-Fill

Update your profile in one Web space and distribute it to any number of Symplcity law school clients simultaneously. [one stop law edition](#) [LEARN MORE](#) (opens in a new window)

Save Changes * indicates a required field

(part 1 of 3)

INSTRUCTIONS: Simply fill in the fields below with the appropriate content. Some fields have additional options

Industry: Please select what industry(s) your organization belongs to.

- Accountancy & Professional Services
- Clean Technology & Climate Change
- Communications & Creative Agencies
- Consultancy - Management or Strategy
- Consultancy - Innovation, Design or Brand
- Consultancy - Pharmaceutical or Health
- Consultancy - Environmental or Sustainability
- Consultancy - IT, Telecoms, Technology

Overview: Please submit an overview of your organization.

Expert dairy consultancy specialising in cheese

Check Spelling

Done

Start Inbox - Micr... Document1 ... profile | I...

Internet 100% 14:50

V. Job postings

1. Create a job posting by clicking on the 'add new' button.
2. Required fields are marked with a red asterisk (*)
3. You will be able to select between two method(s) to receive application which are by email or by company website. Note that if you wish to receive CVs by email, please tick company website and then add email address.
4. Click 'Submit'
5. Your post will be approved within 1-5 business days
6. Post jobs across multiple business schools by clicking on the 'Multi-School Job Postings' (Paid) and selecting the schools where you want your position posted.
7. View jobs by clicking on the 'jobs' link in the top navigation bar.
8. If you are copying an archived, cancelled or existing job to a new job, use the 'copy existing job' dropdown box to select the job title that you are copying. If you wish to copy an archived posting, click on the 'Show Archived' button in the 'Copy Existing' field to select from your archived postings. You can now enter or edit information in the fields of the job form.

The screenshot shows a web browser window titled "job postings | Imperial College Business School - Windows Internet Explorer provided by Imperial College". The address bar shows the URL: <https://imperial-csm.symlicity.com/employers/?s=jobs&ss=jobs&mode=list>. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The toolbar shows various icons for navigation and search. The page content is for the Imperial College London Business School Career Services Management System, powered by symlicity. A navigation bar at the top includes links for home, account, calendar, profile, jobs, CV search, and events. The user is logged in as "Minnie Mouse @ Cheese Inc." with a "Log Out" button. The main section is titled "job postings" and includes tabs for "job postings", "Student Resumes", "Multi-School Postings (Paid)", "Archived Jobs", and "Publication Requests". A tooltip indicates to "Open the Multi-School Postings (Paid) tab.". Below the tabs is a search form with "Keywords" and "Contact Name" input fields. A note states: "(searches job title, ID, description, and organization name: min. 3 characters)". There are "Search" and "Clear" buttons. Below the search form, a yellow message box says "No records found." with an "Add New" button. The footer of the page shows the URL: https://imperial-csm.symlicity.com/employers/?ss=onestop_jobs&ksl=1&mode=list&s=jobs. The Windows taskbar at the bottom shows the Start button and several open applications: "Inbox - Micr...", "Document1 ...", and "job postin...". The system clock shows the time as 14:54.